



DEPARTMENT OF THE NAVY

NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 1650.9A

00C

372 3 107

NSHS BETHESDA INSTRUCTION 1650.9A

From: Commanding Officer

Subj: SEMIANNUAL SENIOR ENLISTED LEADERSHIP AWARD

Encl: (1) Nomination Form
(2) Personal Award Recommendation (NAVPERS 1650/3)
(3) Flow Chart

1. Purpose. To establish the Naval School of Health Sciences (NSHS), Bethesda, Maryland Semiannual Enlisted Leadership Award for senior enlisted personnel.

2. Cancellation. NSHSBETHINST 1650.9

3. Background. Historically, the Navy has provided programs encouraging the recognition of outstanding nonrated personnel and petty officers, with emphasis on sustained superior performance and professionalism. Recognition of the contributions of senior enlisted is equally important.

4. Discussion. The objective of the Semiannual Senior Enlisted Leadership Award is to select, recognize, and reward the senior enlisted Sailor, Airman, or Soldier in paygrade E7, E8, or E9 who has demonstrated outstanding qualities of leadership, superior professional performance, exemplary moral character, dedication to duty, and exceptional military bearing and appearance. This award is further intended to encourage junior enlisted personnel to emulate those highly desirable traits necessary to develop an outstanding Sailor, Airman, or Soldier.

5. Eligibility. This program is open to all senior enlisted personnel assigned to NSHS Bethesda. Nominees must meet the following eligibility requirements:

a. Be in paygrade E7 or E8 (personnel frocked to E7 must perform in an E7 status for a minimum of 9 months before being considered.)

b. Maintain a high standard of personal and professional conduct and performance (must have no performance evaluation mark below 3.0 for the last two annual marking periods).

6. Nominations and Selection Procedures

a. Submit nomination packages to the Command Master Chief (CMC) using the format in enclosures (1) and (2), by 15 December and 15 June of each year. The importance of submitting nominations of qualified individuals cannot be overemphasized.

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The success of this highly motivating program depends primarily on the personal attention and support provided by directors, department heads, and division officers.

b. A selection board will convene, normally during the months of January and July, to select the individual considered most qualified following the criteria in paragraph 4 and enclosure (1). The selection board is chaired by a senior officer (O5/O6) and consists of four officers. The chairman votes only in the case of a tie. Final selection must be approved by the Commanding Officer. The CMC will attend as an ADHOC, non voting member.

7. Incentives. The following awards and honors will be given to the selectee:

- a. Navy and Marine Corps Achievement Medal.
- b. NSHS Bethesda Command Plaque.
- c. Name engraved on a NSHS Bethesda perpetual plaque.
- d. Documentation of the award in the member's service record.
- e. 4 day special liberty.
- f. Recognition in Hometown News Release.
- g. Photograph prominently displayed at the Quarterdeck.
- h. Any other recognition directed by the Commanding Officer.

8. Action. The NSHS Bethesda Semiannual Leadership Award Program is effective immediately. The CMC is charged with the following:

- a. Coordinating nomination inputs.
- b. Coordinating the presentation of the various awards and honors listed in paragraph 6 before the award ceremony.
- c. Making arrangements with the Head, Administrative Support Department regarding the time, place, and date of the award ceremony.
- d. Publicizing the semiannual senior enlisted leadership award selection by means of the Plan of the Week and other area papers.

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9. Form. OPNAV 1650/3 (Rev 1-94) Personal Award Recommendation, S/N 0107-LF-017-5800 is available from local supply sources.

10. For clarification of the process please see enclosure (3).



G. F. CAFFREY

Distribution:
List I

1. Name (Last, First MI Suffix)		2. Rate	3. Warfare Quals	4. SSN																		
5. Occasion First Quarter <input type="checkbox"/> Second Quarter <input checked="" type="checkbox"/> Third Quarter <input type="checkbox"/> Fourth Quarter <input type="checkbox"/>			6. Date of Rate	7. Date Reported																		
8. Sailor of the Year <input type="checkbox"/>		9. Physical Readiness	10. Period Covering From: To:																			
11. Submitting Senior (Last, FI MI)				12. Grade																		
13. Primary/Collateral/Watchstanding duties. Enter Primary duty abbreviation in space above.																						
14. Awards, Qualifications, and Education (given during this period - S.O.Y.'s are exempted)																						
<table><tr><td>AWARDS</td><td>QUALIFICATIONS</td><td>EDUCATION</td></tr><tr><td>Letter of Appreciation () .5 for each</td><td>Military - specify</td><td>Military Correspondence Courses Completed () 1.0 for each</td></tr><tr><td>Letter of Commendation () 1.0 for each</td><td>() 3.0</td><td>Civilian College Courses Completed () 1.0 for each</td></tr><tr><td>Flag Letter () 1.5 for each</td><td>Civilian - specify</td><td>Associate Degree Completed () 2.0 for each</td></tr><tr><td>Navy Achievement Medal () 2.0 for each</td><td>() 1.0</td><td>Bachelor Degree Completed () 3.0 for each</td></tr><tr><td>All above a NAM () 3.0 for each</td><td></td><td>Graduate Degree Courses () 4.0 for each</td></tr></table>					AWARDS	QUALIFICATIONS	EDUCATION	Letter of Appreciation () .5 for each	Military - specify	Military Correspondence Courses Completed () 1.0 for each	Letter of Commendation () 1.0 for each	() 3.0	Civilian College Courses Completed () 1.0 for each	Flag Letter () 1.5 for each	Civilian - specify	Associate Degree Completed () 2.0 for each	Navy Achievement Medal () 2.0 for each	() 1.0	Bachelor Degree Completed () 3.0 for each	All above a NAM () 3.0 for each		Graduate Degree Courses () 4.0 for each
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PERFORMANCE TRAITS	Standards	Bullet form justification for each standard checked		BOARD USE ONLY																		
15. PROFESSIONAL KNOWLEDGE: Technical Knowledge and practical application	<input type="checkbox"/> - Recognized expert, sought out by all for technical knowledge. <input type="checkbox"/> - Uses knowledge to solve complex technical problems. <input type="checkbox"/> - Meets advancement/pqs requirements early/ with distinction			TOTAL ()																		
16. QUALITY OF WORK: Standard of work; value of end product.	<input type="checkbox"/> - Needs no supervision. <input type="checkbox"/> - Always produces exceptional work. No rework required. <input type="checkbox"/> - Maximizes resources.			TOTAL ()																		
17. MILITARY BEARING/ CHARACTER: Appearance, conduct, physical fitness, adherence to Navy Core Values.	<input type="checkbox"/> - Exemplary personal appearance. <input type="checkbox"/> - Model of conduct, on and off duty. <input type="checkbox"/> - Excellent or outstanding PRT. A leader in physical readiness. <input type="checkbox"/> - Exemplifies Navy Core Values.			TOTAL ()																		
18. PERSONAL JOB ACCOMPLISHMENT/INITIATIVE: Responsibility, quantity of work.	<input type="checkbox"/> - Energetic self-starter. Completes tasks or qualifications early, far better than expected. <input type="checkbox"/> - Plans/prioritizes wisely and with exceptional foresight. <input type="checkbox"/> - Seeks extra responsibility and takes on the hardest jobs.			TOTAL ()																		

PERFORMANCE TRAITS		Standards	Bullet form justification for each standard checked					BOARD USE ONLY
19. TEAMWORK: Contribution to team building and team results.		<input type="checkbox"/> - Team builder, inspires cooperation and progress. <input type="checkbox"/> - Focuses goals and techniques for teams. <input type="checkbox"/> - The best at accepting and offering team direction.						TOTAL ()
20. COMMUNITY INVOLVEMENT: Acknowledged through community affairs/events.		<input type="checkbox"/> - Recognized as a leader in the community. <input type="checkbox"/> - Inspirational in the planning and implementation of morale enhancing events. <input type="checkbox"/> - Sought out to represent the command in civic activities. <input type="checkbox"/> - Volunteers off-duty hours to assist in community events.						TOTAL ()
21. LEADERSHIP: Number of personnel that member has direct influence over.		<input type="checkbox"/> - Inspiring motivator and trainer, consistently builds winners. <input type="checkbox"/> - Superb organizer, great foresight, gets ahead of problems. <input type="checkbox"/> - Leadership achievements significantly further command mission. <input type="checkbox"/> - Perseveres through the toughest challenges and inspires others. <input type="checkbox"/> - Exceptional communicator. <input type="checkbox"/> - Makes subordinates safety-conscious, has top safety record.						TOTAL ()
22. Individual Trait Avg. () Total of trait scores divided by number of graded units.		23. Signature of Rater (Typed Name and Rate):					24. PROMOTION RECOMMENDATION: (From most recent evaluation) P () MP () EP ()	
25. FOR BOARD USE ONLY. INTERVIEW: (SCORE 1 - 5. 1 - BELOW EXPECTATIONS; 5 - EXCEEDS EXPECTATIONS.)								
INTERVIEW	APPEARANCE	SPEAKING ABILITY	NAVAL KNOWLEDGE	COMMAND KNOWLEDGE	WORLD EVENTS	COMMAND INFLUENCE		
INDIVIDUAL							BLOCK 22 TOTAL ()	
							BLOCK 25 TOTAL ()	
							TOTAL ()	
26. BOARD SUMMARY ()		27. BOARD MEMBER: Date:			28. Signature of Board Member: Date:			
29. Typed Name, Grade, Command and Signature of BOARD CHAIRPERSON: Date:								

PERSONAL AWARD RECOMMENDATION

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

FROM: ADDRESS:		TO: (Awarding Authority) ADDRESS: UIC/RUC:			
		14. EXP. OF ACTIVE DUTY			
COMMAND POC:	PHONE #	IF RETIREMENT/SEPARATION, NUMBER OF YEARS			
1. SOCIAL SECURITY NUMBER	2. DESIG/NEC/MOS	15. EST. DETACHMENT DATE			
3. NAME (Last, first, MI)		<input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc.)		16. NEW DUTY STATION (Home address if separation anticipated)			
		ADDRESS:			
5. GRADE/RATE	17. UNIT AT TIME OF ACTION/SERVICE	18. DUTY ASSIGNMENT			
6. WARFARE DESIGNATOR	7. UIC/RUC:	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon)			
8. RECOMMENDED AWARD (See instruction #3 on back)	9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input type="checkbox"/> NO				
10. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL		20. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED			
12. ACTION DATE/MERITORIOUS PERIOD		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION			
13. GEOGRAPHIC AREA OF ACTION/SERVICE					
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR		SIGNATURE	DATE		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM)				DATE:	
TO: CNO (N09B33) CMC (CODE MHM)					
1. Extraordinary heroism recommended <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA					
2. Reviewed and recorded				By direction	

INSTRUCTIONS

1. Before completing this form see SECNAVIST 1650.IF

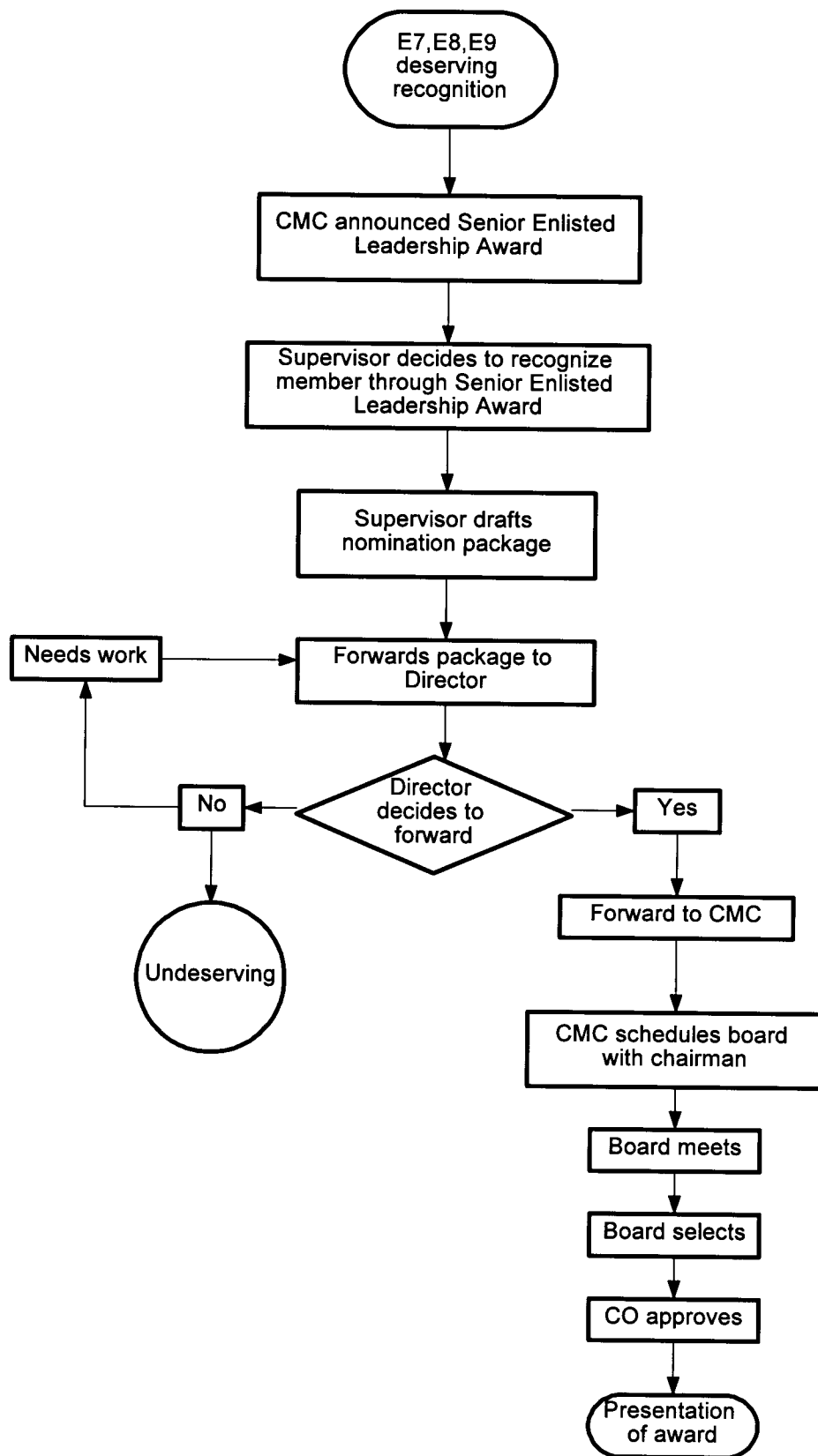
2. The Summary of Action (item 24) is requested *(except for Command approved NAMS)*. In addition attach a double spaced proposed citation.
3. Two (2) letter codes to be used in blocks 8, 19, 20, 23, and 24
- | | | |
|--|---|---------------------------------------|
| MH - Medal of Honor | NM - Navy & Marine Corps Medal | JC - Joint Service Commendation Medal |
| NX - Navy Cross | BS - Bronze Star | NC - Navy Commendation Medal |
| DM - Distinguished Service Medal | BV - Bronze Star with V | CV - Navy Commendation Medal with V |
| SS - Silver Star | PH - Purple Heart Medal | JA - Joint Service Achievement Medal |
| LM - Legion of Merit | MM - Meritorious Service Medal | NA - Navy Achievement Medal |
| LV - Legion of Merit with V | AS - Air Medal - Strike/Flight | NV - Navy Achievement Medal with V |
| DX - Distinguished Flying Cross | AF - Air Medal - Individual Action | CR - Combat Action Ribbon |
| DV - Distinguished Flying Cross with V | AH - Air Medal - Individual Action with V | |

25. SUMMARY OF ACTION *(not required for Command approved NAMS)*

**SENIOR ENLISTED
LEADERSHIP
AWARD FLOW
CHART**

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Enclosure (3)